

Sherwood Public Library
Monthly Management Report
June 2015 & Year End FY 2014-2015



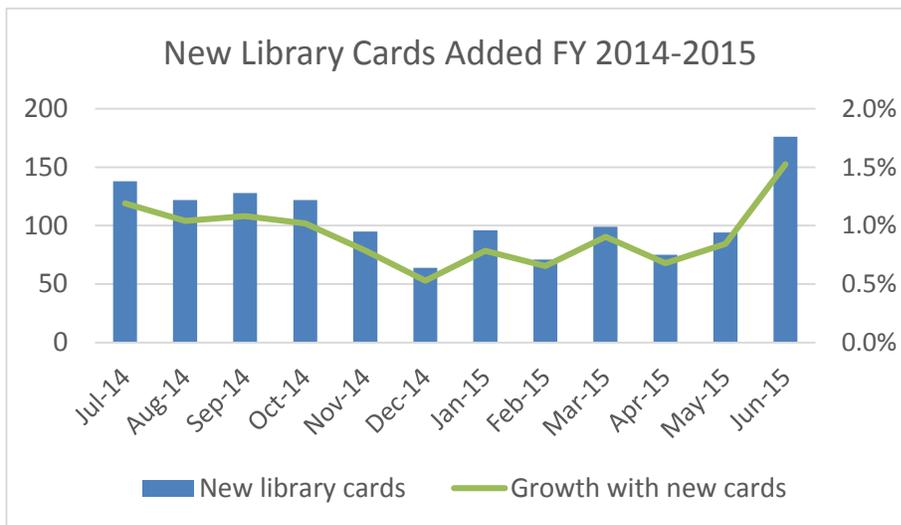
Submitted by: Adrienne Doman Calkins, Library Manager

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Statistics

Library Cards



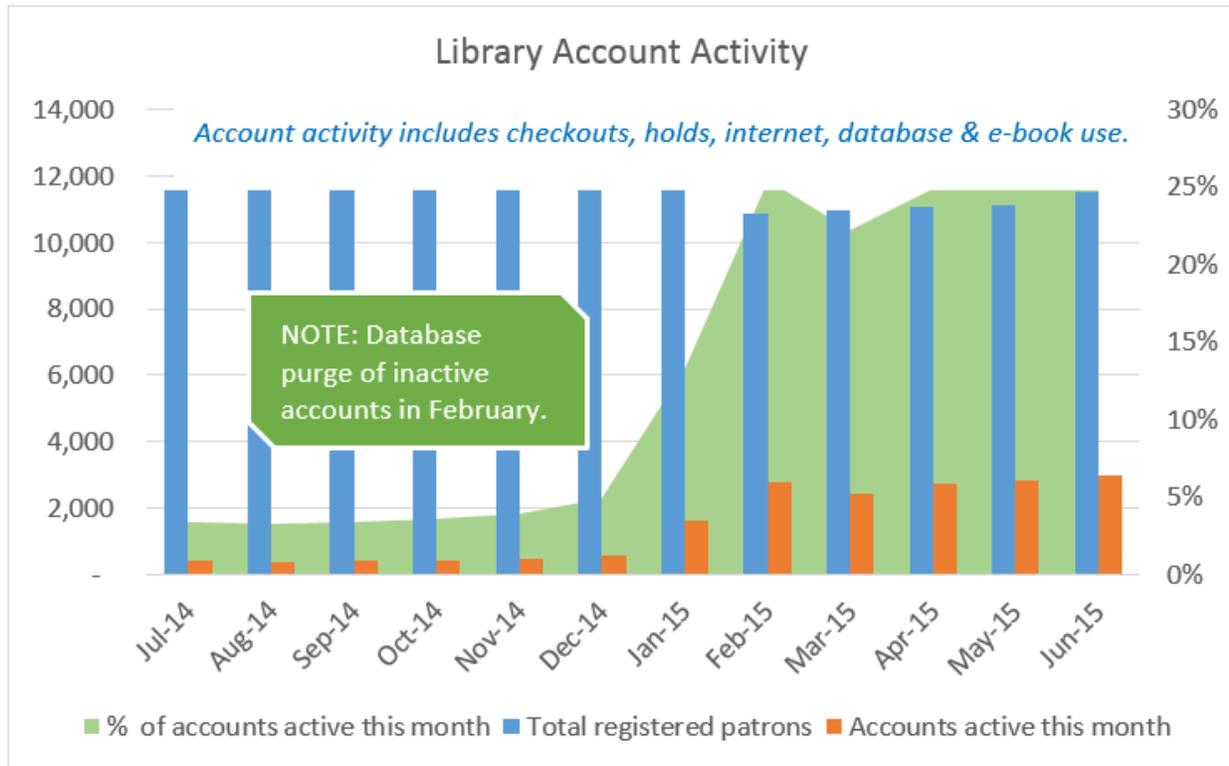
Washington County Cooperative Library Services cards issued at Sherwood Public Library give patrons access to 1.6 million items throughout the County.



This June, we saw a **record 176 new library patrons register for library cards**—nearly double our monthly average. The increase is largely due to the Summer Reading Program and a Cultural Pass to Evergreen Wings & Waves, which brought in many new faces.

| Monthly Patrons | May-15 | June-15 | % Change from last month | June-14 | % Change from last year |
|------------------------|--------|---------|--------------------------|---------|-------------------------|
| New library cards | 94 | 176 | 47% | 168 | 5% |
| Total registered users | 11,136 | 11,532 | 3% | 10,030 | 13% |

Out of 11,532 locally registered library cards, 26% were active in June, and 13% on average were active each month this FY.



Library Visits and Open Hours

The Library was busy with **nearly 23,600 visits in June—19% more than in May** and an average of 91 people per hour. Much of this activity was due to heavy use during Cruisin’ Sherwood, Summer Reading and school being out for summer.

| May-15 | June-15 | % Change from last month | June-15 Open hours | Open days | Visits per hour | Visits per day | Avg physical checkouts & renewals per hour |
|--------|---------|--------------------------|--------------------|-----------|-----------------|----------------|--|
| 19,194 | 23,582 | 19% | 260 | 30 | 91 | 786 | 115 |



251,536 total visits FY 2014-2015

That’s 83 visits per open hour and 11.34 visits per capita for the Sherwood Library Service Area of over 22,000 people.



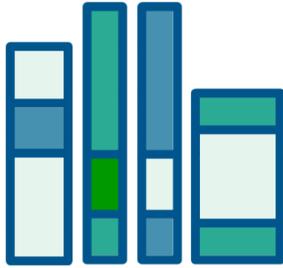
3,026 total hours open to the public FY 2014-2015

Average of 252 open hours a month, with a schedule of 7 days a week for 60 hours—in addition to 24/7 access online at wccls.org.

Checkouts

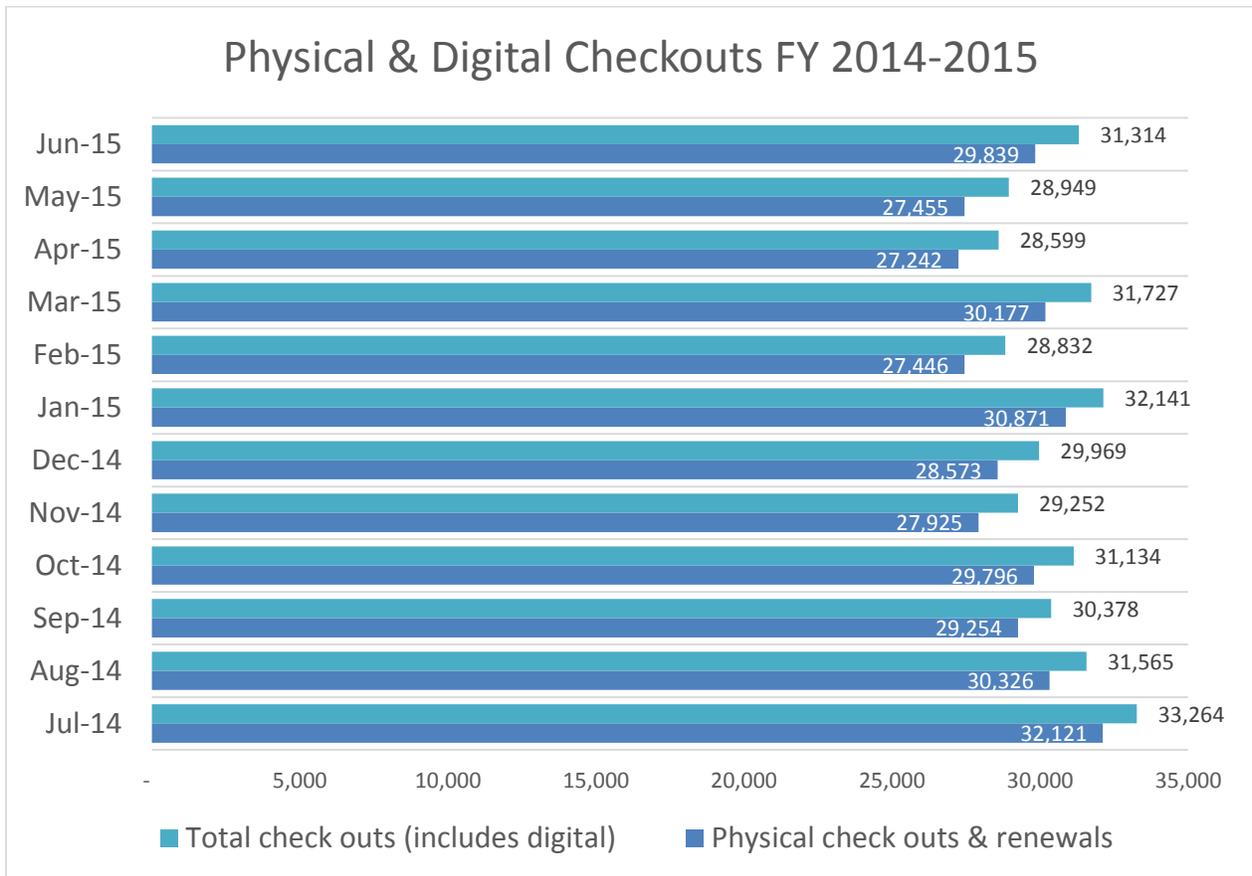
June checkouts, when including digital, increased slightly from last year.

| Monthly Circulation | May-15 | June-15 | June last year | % Change from last year | % Change from last month |
|--------------------------------|--------|---------|----------------|-------------------------|--------------------------|
| Physical check outs & renewals | 27,455 | 29,839 | 30,211 | -1.2% | 8.7% |
| Self-checkouts only | 6,848 | 8,707 | 2,295 | 279.4% | 27.1% |
| % @ self-check | 25% | 29% | 8% | 284.1% | 17.0% |
| Digital checkouts (Library2Go) | 1,160 | 1,064 | 1079 | n/a | -8% |
| Digital checkouts (3M) | 334 | 411 | n/a | n/a | 23% |
| Total digital checkouts | 1,494 | 1,475 | 1,079 | 36.7% | -1% |
| % of total checkouts | 5.2% | 4.7% | n/a | n/a | -9% |
| Total check outs | 28,949 | 31,314 | 31,290 | 0.1% | 8.2% |
| Check ins | 19,736 | 20,606 | 21,657 | -4.9% | 4.4% |



367,124 total checkouts, including digital, FY 2014-2015

- 4.4% of checkouts were digital
- 26% of checkouts occurred at self-checkout
- 16.6 checkouts per capita for the year
- 32 checkouts per card holder for the year
- 38,123 checkouts per FTE

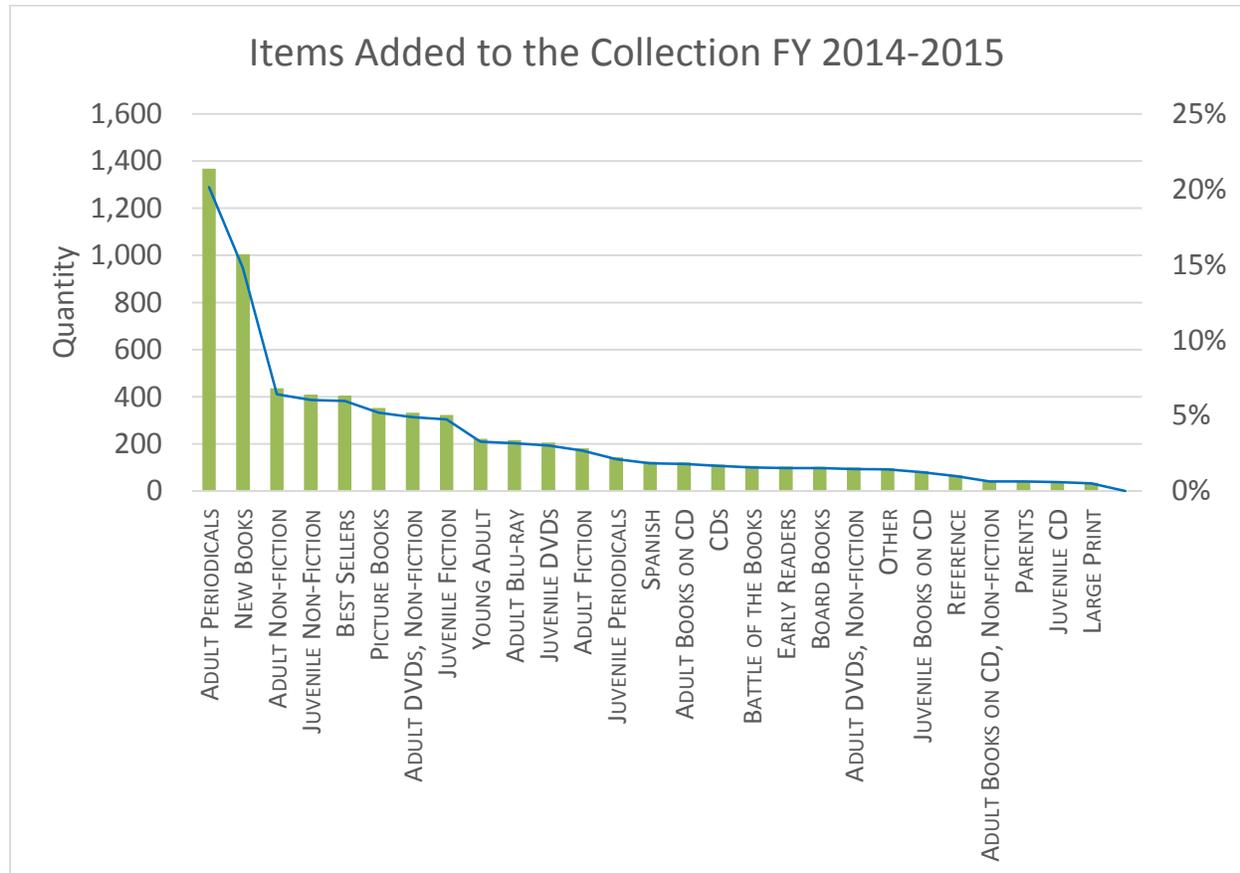


Collection Development

June was uncharacteristically high for number of items added, at 945, due to workflow this year. We added nearly 6,800 items this FY, slightly more than last year.

| Collection Development | May-15 | June-15 | FY 2014-2015 | FY 2013-2014 | Monthly avg this year |
|------------------------|--------|---------|--------------|--------------|-----------------------|
| Count of items added | 465 | 945 | 6790 | 6740 | 562 |

Periodicals continue to be the largest segment of the local collection, with over 150 unique titles with weekly, monthly and quarterly publication. Over 1,000 newly published titles were added to the adult collection. Our “available now” Best Sellers collection was replenished with over 400 hot titles. **The local collection is over 49,000 items. Another 32x that many items are available County-wide through WCCLS member libraries.**



Volunteers

| Volunteer positions | June hours | Equivalent FTE | # of volunteers |
|-------------------------------------|--------------|----------------|-----------------|
| Bulletin Board | 3 | 0.02 | 1 |
| Checkin (returns) | 78.25 | 0.45 | 14 |
| Checkin (tasket processing & holds) | 41.25 | 0.24 | 5 |
| Clerical/office asst | 8.5 | 0.05 | 1 |
| Community Event | 6.25 | 0.04 | 2 |
| NEW: Publicity Courier | 2 | 0.01 | 1 |
| NEW: Summer Reading Assistant | 35.25 | 0.20 | 7 |
| Requests to fill | 27.75 | 0.16 | 5 |
| Shelving | 9.25 | 0.05 | 1 |
| Grand Total | 211.5 | 1.22 | 31 |
| Last month | 201.58 | 1.16 | 32 |
| % change | 5% | 5% | -3% |

Library volunteers boosted our workforce in June by 1.22 FTE, allowing staff the flexibility to provide direct customer service, reference and readers advisory assistance, program development and collection management. New this year, we had a cadre of 6 enthusiastic volunteers to help with the Summer Reading Program. Many of them also helped at other programs, allowing larger scale programs for multiple age groups.



2,294 total volunteer hours, FY 2014-2015

Boost to our workforce was 1.08 FTE.

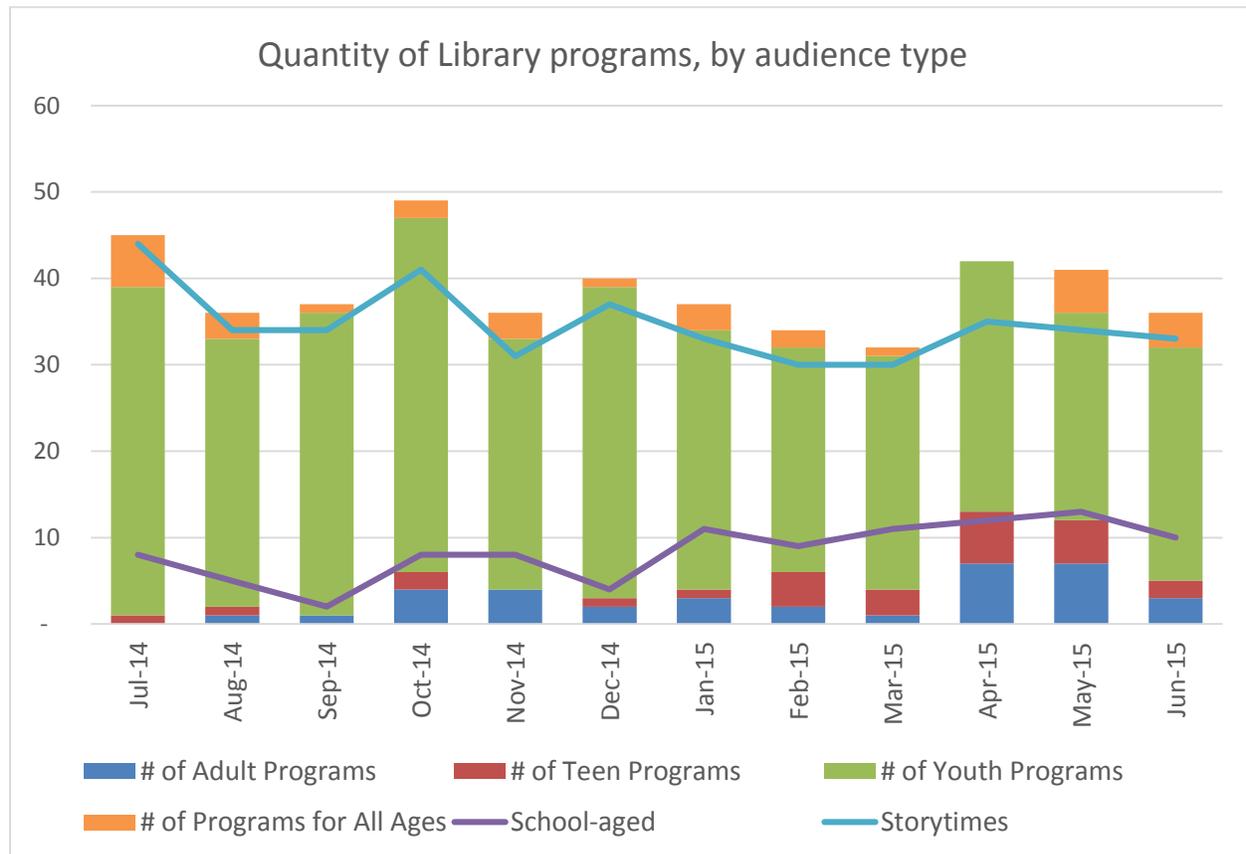
New volunteer positions this year include Homework Helpers, Summer Reading Program assistants, and a Publicity Courier.

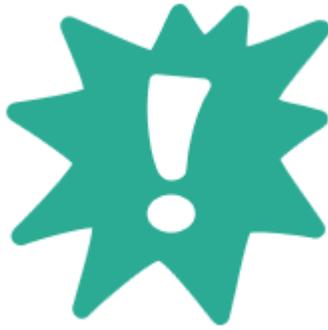
Between 22-39 volunteers each month helped at the library.

The new full-time position of Volunteer Coordinator with the City continues to be a major help for the Library.

Library Programs

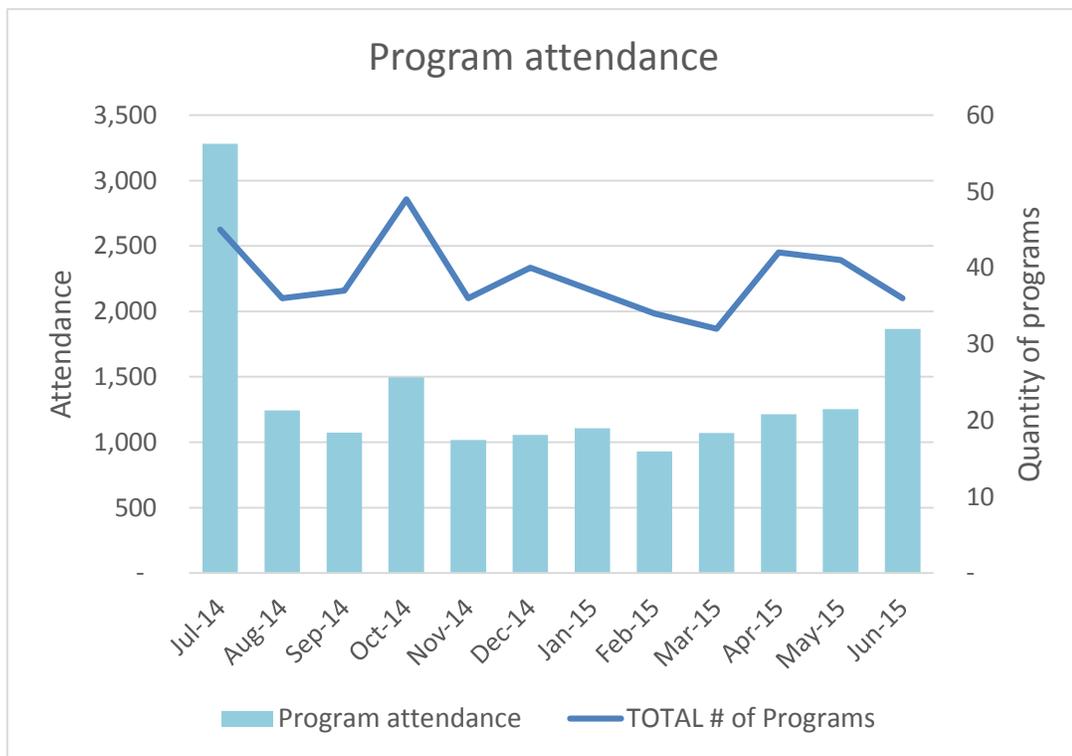
This year we focused on increasing programs for school-aged children, teens, and adults—thanks to new flexibility with Librarians in Adult Services and Youth Services.





467 total programs, FY 2014-2015

16,645 attendees—a **29% increase from last FY**
 106 programs for school-aged youth
 26 teen programs—**189% more than last year**
 35 adult programs—**44% more than last year**
 378 youth programs
 316 storytimes
 1,835 total attendees per FTE
 18 more programs than last FY
 Average of nearly 1 program attendee per capita



June Programs & Activities

We provided 40 programs with 1,898 participants this month.

Youth & Family Programs:

- Summer Reading Kickoff concert--The Harmonica Pocket—57 attendees
- Leapin' Louie, Summer Reading @ the Center for the Arts—250 attendees (moved inside because of the heat wave)
- Border Collies International, Summer Reading @ the Plaza—277 attendees
- Bees as Superheroes—14 children & 7 adults—21 total
- Prehistoric Dinosaurs—50 children & 33 adults—83 total
- Read to the Dogs—7 children
- Cars, the Movie—8 children, 4 adults—12 total
- Storytimes
 - Saturday Family Storytime—6 children, 6 adults—12 total
 - Toddler Storytimes, Tuesdays & Wednesdays: 268 children, 218 adults—486 total people (12 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 207 children, 108 adults—315 total people (9 storytimes)
 - Baby Time: 64 children, 54 adults—118 total people (5 storytimes)

Total participants: 1,200 people

Adult & Teen Ages Programs:

- Melanie Dobson, Adult Summer Reading Author Series—9 attendees
- Writing Workshop by Marie Buckley—8 attendees
- Social Security Workshop with Swanson Financial—43 attendees
- Upcycled T-shirts—16 attendees

Total participants: 76 people

Outreach & Tours:

- Helping Hands, share library fliers
- Altered Arts activity table—60 participants
- NW Regional ESD fair in Tualatin--2 Sherwood sign-ups for Summer Reading
- SMS 7th & 8th graders (tour)—16 participants
- Hopkins 2nd graders (tour)—106 participants
- Crusin' raffle prize of books and Summer Reading tote bag—1 winner

Total participants: 185 participants

GRAND total program participation: 1,448

Other Activities:

- Added Instagram to our social media presence. Already online with Facebook and Twitter.
- Added puppets, puzzles and dizzy disk to Children's Area.
- Displays: Adult Summer Reading, Pride Month
- Recruitments: Hired Veronica Bartlett for Library Assistant I position vacated by Kacie Holt, new Library Assistant II. Veronica was an on-call Library Assistant I.
- Crystal Garcia, Adult Services Librarian I, has joined the Oregon Authors Committee.
- Moved the Juvenile Spanish Language collection to the Children's Area.
- Received two book carts from Tigard Public Library surplus.
- Washington County Cooperative Library Services Meeting attendance:
 - Youth Services (Jaime Thoreson)
 - Cataloging (Mary)
 - Library Levy Stakeholders (Adrienne)
- Other meetings:
 - Arts Walk meeting (Adrienne)
 - Main Street meeting (Adrienne)
 - Library Advisory Board meeting (Adrienne & Crystal)
 - Library staff meeting (all)
 - City Council (Adrienne)
- Staff trainings:
 - InterLibrary Loan (Pinn)
 - Adobe InDesign (Jenny & Pinn)

June Service Stories

- A woman popped in to see what we were doing at the Upcycled T-shirts program. I convinced her to stay and make t-shirt yarn. After she said, "That was the most fun ten minutes I've had."—*Jaime Thoreson, Youth Services Librarian II*
- A patron came in today and told us "Bravo!" and that she was "Proud of Sherwood" for the Pride display.—*Pinn Crawford, Adult Services Librarian I*
- Patrons have been thrilled about the Wings and Waves pass, provided by WCCLS. We have rarely seen them so excited about any pass. Sherwood already had 12 reservations for the pass, barely 24 hours after it went live.
- We posted regular updates on Facebook about how many children from each school were signed up for Summer Reading. One patron wrote, "My kids are re-zoned to Middleton from Edy next year--this is great to see! My daughter finished her summer reading before school was even over. LOL. Bookworm!-- *Michele Green*
- A patron taking an on-line class throughout the summer needed significantly extra time for the internet during her class times. We were able to arrange to give her up to a total of 4 hours per day to facilitate her studies.—*Jenny Swanson, Public Services Supervising Librarian*
- A woman came to us to find the location of her grandfather's land, which she had visited as a child and wanted to see again. She only had an old rural route address from the 1960s. I contacted Clackamas County Historical Society and we determined the location from historic maps.—*Pinn Crawford*

- An email received after the Leapin' Louie Summer Reading performance, which was moved from Cannery Square to the Center for the Arts:

I simply wanted to let u know that the fact that last week's performance was held in the performing arts center was a greatly appreciated.

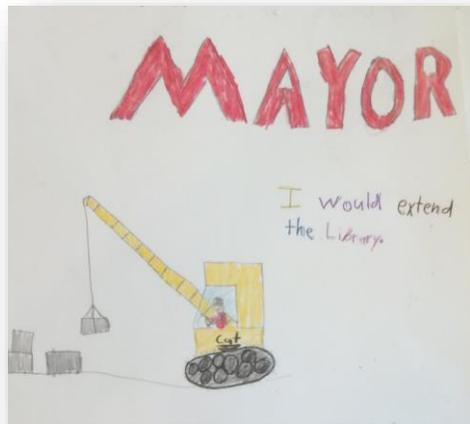
For several reasons I hope that continues, if possible. It's always quite the production to get everyone ready for the outdoor show w sunscreen, blankets/chairs etc. and typically we have to arrive well in advance to get a good seat. Having the performance inside the performing arts center resolved all of that and overall left us all feeling grateful for the climate control and made the whole experience more enjoyable.

If at all possible i would love to see that continue. :)

Thanks again!

Betty

Submission for the "If I were Mayor" contest for Oregon school children (partial picture):



Respectfully submitted August 18, 2015

Alman Collins